



Employment Opportunity

Executive Assistant to the CEO

The Kalamazoo Community Foundation was founded in 1925 with a gift from W.E. Upjohn, who had a vision for a better community. Today our vision is for a community where every person can reach full potential.

We have an opportunity to join our dynamic and dedicated team.

The opportunity:

Our President/CEO needs a resourceful and effective problem solver with exceptional attention to detail to provide advanced administrative support in a highly confidential manner. If you strive for excellence in all you do and have the ability to think ahead to anticipate the needs of the President/CEO read on...

Who the President/CEO is looking for:

The ideal Executive Assistant will have:

- The ability to exercise good judgment in a variety of situations,
- Strong written and verbal communications,
- Administrative and organizational skills and
- The ability to maintain a realistic balance among multiple and sometimes competing priorities.
- In keeping with our equity goal, a belief in the value that diversity, equity and inclusion brings to the workplace
- A commitment to excellence and experience in continuous improvement techniques

What you'll do:

You will provide executive support to the President/CEO in a one-on-one working relationship. That said you will wear several hats:

Executive Support:

- Serve as the primary internal and external contact for the Office of the President
- Provide broad administrative support including: managing an extremely active calendar of appointments, composing and preparing correspondence, arranging complex travel plans, arranging meetings and agendas
- Work closely with the CEO to keep her well informed of upcoming commitments and responsibilities, providing relevant background information

Board Support and Governance:

- Work with the President/CEO to manage Board meetings by preparing agenda, and Board materials
- Attend Board meetings, prepares Minutes and function as the recording secretary to the Board

Leadership:

- Build relationships crucial to the success of KZCF
- Act as a barometer, having a sense for the issues taking place and keeping the CEO updated and prepared

What qualifications you need:

- A bachelor's degree
- Five to 10 years' administrative experience, preferably supporting C-Level Executives
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks with and excellent attention to detail
- Very strong interpersonal skills and the ability to build relationships with staff, board members, donors, grantees, and other stakeholders
- Demonstrated proactive approaches to problem solving with strong decision making capabilities
- Ability to thrive in a fast paced, open and collaborative environment
- A love of Kalamazoo and a strong desire to make life better for all

What we offer:

- A competitive salary and benefits package
- A team-oriented, performance excellence culture;
- Opportunities to grow and advance;
- Really cool office space;
- One of the 101 Best and Brightest West Michigan companies to work for

How to apply:

All applications are only accepted through our website:

www: <http://www.kalfound.org/About/Careers/tabid/267/Default.aspx>

If you do not have access to a computer here are some resources:

Michigan Works
1601 S. Burdick Street
Kalamazoo, MI 49001
269-383-2536

Kalamazoo Public Library
315 Rose Street
Kalamazoo, MI 49007
269-553-7800

We also have a computer for your use.